



Manager of Retirement Payments

Tennessee Department of Treasury – Nashville, Tennessee

To apply, submit your resume to: Treasury.Resumes@tn.gov

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$60 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

Treasury is looking for a dynamic, self-motivated leader who will be responsible for managing \$185 million in recurring monthly payments to 140,000 retirees. Areas of responsibility include daily, weekly, and monthly payment processing; maintenance of member records, including direct deposit, tax reporting and demographic updates; and oversight of reconciliation of returned payments and deductions.

Key Responsibilities:

- Participates actively with senior leadership in business planning and development of both long-range and short-term goals.
- Manages the overall operations of the monthly and supplemental retirement payroll, utilizing the Concord system (statewide retirement system). This includes complying with tax requirements for refunds and retirement payments, reviewing payroll reconciliation reports and insurance deductions.
- Manages staff responsible customer service and maintenance of records.
- Participates in the improvement and development of systems.
- Answers inquiries of unusual nature.
- Performs other duties as assigned by the Manager of Financial Services.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a degree in accounting, business administration, economics, finance, or related field.
- CPA eligible.
- Strong analytical skills and excellent communication skills are required.

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Preferred Qualifications:

- A Certified Public Accountant (CPA) designation strongly preferred.
- Supervisory Experience.
- Master's or other advanced degree.
- Thorough knowledge of retirement laws and procedures is preferred

The State of Tennessee is an Equal Opportunity Employer.

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